

## **AB 982 Public Advisory Group**

### **Operating Procedures**

#### **ARTICLE I: TITLE AND PURPOSE**

##### **Section 1: Title**

The name of this advisory body shall be the AB 982 Public Advisory Group (PAG).

##### **Section 2: Purpose**

The PAG shall provide advice to the State Water Resources Control Board (SWRCB) to assist in the evaluation of program structure and effectiveness in matters related to the implementation of Clean Water Act Section 303(d) requirements and other applicable federal regulations, as well as other monitoring and assessment programs. The three primary tasks of the PAG are (1) to advise the SWRCB as required by Water Code Section 13192 on the development of the Comprehensive Surface Water Quality Monitoring Plan Report, due to the Legislature on or before November 30, 2000, (2) advise the SWRCB on the structure and effectiveness of its water quality program as it relates to Section 303(d) of the Clean Water Act, and (3) comment on other aspects of the Clean Water Act Section 303(d) requirements (e.g., TMDL development), as requested.

#### **ARTICLE II: AUTHORITY**

##### **Section 1: Authority**

The PAG is formed pursuant to Section 13191 of the Water Code.

#### **ARTICLE III: MEMBERSHIP**

##### **Section 1: Number/Composition of Members**

The PAG shall be composed of \_\_\_\_ members. Each member shall designate an alternate. As stated in Section 13191 of the Water Code, "... the advisory group shall be comprised of persons concerned with the requirements of Section 303(d) of the Clean Water Act." Members shall represent a cross section of interested groups. The PAG members shall be appointed by the SWRCB to represent each of the following interests:

## **Section 2: Selection of Members**

The SWRCB shall appoint PAG members and alternates. The PAG may make recommendations for dismissal of members for good cause and/or appointment of new members or alternates from time to time when positions become vacant.

## **Section 3: Reimbursement of Expenses**

Members are to serve without compensation. If needed, members or their designated alternate shall be reimbursed for any actual expenses incurred to attend a regularly scheduled PAG meeting, including travel and per diem that have received advance approval by the SWRCB. Reimbursement shall be in accordance with prevailing State of California guidelines, procedures, and per diem limits.

# **ARTICLE IV: MEETINGS, LOGISTICS, AND ADMINISTRATION**

## **Section 1: Regular Meetings**

The PAG shall meet at least quarterly over the course of the program. More frequent meetings may be scheduled, if needed.

## **Section 2: Attendance**

Members should attend every meeting or arrange for alternates to attend on their behalf. Members should notify the SWRCB staff in advance of any meeting that the member will not be present.

## **Section 3: Summary of PAG Actions or Recommendations**

Summaries of PAG Actions or Recommendations shall be recorded at all meetings by SWRCB staff, and draft copies shall be distributed to members within a week after the meeting. The previous meeting summary shall be reviewed and adopted at the start of the current meeting.

## **Section 4: Quorum**

The presence of two third of the members constitutes a quorum.

## **Section 5: Parliamentary Authority**

*Robert's Rules of Order* shall govern the activities of the PAG in all cases where applicable, and where those rules are not in conflict with these Operating Procedures.

## **Section 6: Agendas**

The PAG's agendas shall be developed by the general membership cooperatively with the SWRCB staff in order to make timely comments on the reports required by AB 982.

## **ARTICLE V: VOTING**

### **Section 1: Voting**

Each PAG member shall cast one vote.

### **Section 2: Consensus**

The Policy of the PAG should be to work towards consensus. Where consensus is not reached, minority and majority positions may be submitted to the SWRCB at the discretion of the PAG.

## **ARTICLE VI: OFFICERS**

### **Section 1: Chair**

The PAG shall elect a Chair from its membership. The responsibilities of the Chair shall include:

Preside at all meetings, maintain order and create an environment where all members' input is solicited and respected.

Represent the PAG to the SWRCB.

### **Section 2: Vice-Chair**

The PAG shall elect a Vice-Chair from its membership. The Vice-Chair shall act in the absence of the Chair. In the event the Chair's position becomes vacant, the Vice-Chair shall assume the Chair's responsibilities until a new Chair is elected.

### **Section 3: Election of Officers (Chair and Vice-Chair)**

Officers of the Group shall be elected annually. The Officer shall be elected by a vote of the members present.

## **ARTICLE VII: RESIGNATION**

### **Section 1: Resignation**

A member desiring to resign shall submit a written resignation to the SWRCB Executive Director.

## **ARTICLE VIII: AMENDMENTS**

### **Section 1: Submission**

Proposed amendments to the Operating Procedures may be submitted in writing to the Chair and will be distributed two meetings prior to the meeting at which they are voted upon.

### **Section 2: Approval**

Proposed amendments to the Operating Procedures shall be approved by a two-third majority of PAG. Proposed amendments to the operating procedures become effective by approval of the SWRCB Executive Director.